

**Handwritten Request letter from parent**

From

Date:

Parent Name

Student name

Address...

Mobile:

To

The Secretary

Sewa International

Plot No. 49, Deen Dayal Upadhyaya Marg,

New Delhi – 110002

Sir

This letter is to formally request a reimbursement of school fees paid by me for my child,

\_\_\_\_\_ , who is currently enrolled in Grade \_\_\_\_\_ for the

academic year 2024-2025 at [school name : \_\_\_\_\_ ]

(UDISE Code: \_\_\_\_\_).

On [Date \_\_\_\_\_], we paid a total of Rs. \_\_\_\_\_ towards the

annual fees for the academic year 2024-25. We have attached a copy of the fee receipt for your

reference.

My child is not currently receiving any scholarships or financial aid.

I request you to reimburse the amount to the following account:

Account Name:

Account Number:

Bank Name:

IFSC:

Name:

Sign:

Annual Fees of <student  
name> \_\_\_\_\_ for the  
academic year 2024-25 is Rs. \_\_\_\_\_

Attested by school